

HNN Neighborhood Gathering / Block Party Process, Requirements, Tips & Suggestions

A neighborhood social or event is a great way to get to know your neighbors in a fun, relaxed and safe environment. Early in the event planning process, please contact John Mullins at (650) 375-7409 or email jmullins@hillsborough.net to discuss your event. The early planning discussion is to insure the event logistics can be accommodated, especially if the event includes road closures, as not all streets are conducive to street closures in Hillsborough. An overview of the event process is explained below. Event applications are available on the Town website and at the Town Hall information center.

Timing

HNN Neighborhood gatherings can happen any month of the year. They can be morning, afternoon or evening events; weekdays or weekends. It really is up to you and what you think is best for your neighborhood. Block parties have been held as mid-week evening gatherings, Sunday afternoon BBQs, Saturday or Sunday brunches, weekday coffees, picnics, potlucks, etc.

Location

Neighborhood gatherings can be held wherever you prefer based on the season, time of day and day of week. They can be held inside a home, on front or backyards, patios, parks, or in the street or a cul-de-sac.

Event Application Details and the Conditions of Approval

Application Process

1. Contact John Mullins in the City Manager's Office to discuss your event at (650) 375-7409 or jmullins@hillsborough.net.
2. Obtain the required special event insurance, if required.
3. Submit the completed event application, insurance certification and the insurance *receipt* to John Mullins. *Applications must be submitted at least twenty (20) days prior to the event.*
4. The returned event approval package will include the event; Town contact list, barricade drop off and pick up schedule and any conditions of approval for your event, if applicable.

Road Closure / Barricades

Some streets in Town may not be suitable for road closures and may not be approved. Town Staff will be happy to provide you with ideas for alternate locations. If your street is approved for a road closure' barricades will be provided by the Public Works Department upon request and left near each closure location shown on the event map. The applicant will be required to deploy the barricades prior to the event and remove them at the end of the event. The barricades will be picked up the Monday following the event.

Road Closure Neighbor Notification

Notification to neighboring properties will be required. The notification area will be determined by the Police Department. This notice must be mailed out by the event applicant at least 15 days prior to the event to notify surrounding residents of the event and any road closures. Mailing information for the notices will be provided upon request.

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Certificate of Insurance

If you choose to hold any portion of an event on public property such as a park, street or a cul-de-sac you will need to obtain **Special Event Insurance**. HUB International (Phone: 925-609-6500 www.eventinsure.com) is one provider of this type of insurance. There are several other providers that also provide similar special event insurance. A special event certificate of insurance shall be obtained and submitted with the event application. The certificate of insurance shall name the Town as additionally insured for an amount of \$1,000,000 (comprehensive liability). The documents shall also include the following verbiage under additional insured; **"Town of Hillsborough, its officers, council members, employees, volunteers and agents"**. The insurance documents shall be submitted with the application. **Note:** The Town will cover the cost of the insurance for one party per neighborhood. Subsequent gatherings in the public right of way will need to be paid for by the neighborhood.

Event Contact

Each event must designate one contact person to act as a liaison with the Police Department should any issues arise. The contact's name, address and telephone number must be provided on the event application for the Police Department and that person must be available at the event for its duration. The telephone number provided on the application must be available at all times (cell phones are acceptable). The main contact will be responsible for clean up after the event.

Alcohol

The serving or consumption of alcoholic beverages on public lands including parks and the public right-of-way is prohibited. The use of alcohol shall be restricted to private property areas.

Roadway Obstructions of any type or period are not permitted:

When block parties include the street area no obstructions are permitted to be placed within the roadway such as inflatable bounce houses or other temporary structures that would block emergency personnel or vehicles. All large items that could obstruct the roadway shall be kept on private property.

No fire hydrants may be obstructed by block party activities or items. Please contact the Central County Fire Dept. if you plan to have tents, open flames and/or large scale AV or DJ equipment.

All block party activities are subject to all laws and local ordinances (i.e. noise, disorderly conduct, fireworks, etc.).

PLEASE NOTE: If CCFD and/or HPD are requested and present, they should speak as early as possible during your program. Given the duties and responsibilities of both CCFD and HPD we cannot guarantee their presence during the event or that they can stay for the entire event.



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Neighborhood Gathering Tips and Suggestions

Below is a representative description of what's been going on at each gathering, but each Neighborhood has been approaching events in their own style, with their own personal flourish or emphasis. Each event has been unique. Sometimes there is more content, while other times there is very minimal content and the focus is socializing. If residents have never met before, it helps to allow more time to meet and get to know each other.

Topics

If you would like to have a topic for your event, standard Town topics are: emergency communications, earthquake, wildfire, and crime prevention. You may think of others you would like to include, such as identifying a neighborhood meeting place, or updating household utilities. For the standard topics, we have materials already available to give to you for your event. When available, we can also schedule the Central County Fire Department and/or the Hillsborough Police Department or other experts to attend and be present at your event.

Arrival

Set up and staff a greeting table.

Have guests make or pick up a nametag that includes their name and street address. If you have a master map of your HNN neighborhood enlarged, people can add their name in pencil to their location. HNN neighborhood maps and neighborhood list are available upon request.

This is also a great time to start a neighborhood phone list. Simply have your residents provide the following information and let them know it will only be shared amongst the neighbors who have agreed to participate in the HNN program:

1. Family Name
2. Street Address
3. Home phone line
4. Mobile number
5. Email

Welcome Your Guests and introduce your speakers

Neighborhood Lead(s) introduce themselves and welcome neighbors and any special guests such as:

- Elected Officials
- Central County Fire Department (CCFD) staff
- Hillsborough Police Department (HPD) staff

Set the stage in your own words and from your own perspective as to why you are gathering and why you have chosen to get involved in HNN (and/or CERT). What are your goals for the gathering? Each of the special guests can also speak very briefly to reiterate the important cause of emergency prep and neighbors getting to know one another or elaborate slightly on any points made thus far.

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event or that they can stay for the entire event. For these reasons we would encourage allowing the CCFD and/or HPD representatives to speak as soon as possible after their arrival. We would also suggest allowing a brief Q&A after each speaker versus waiting to the end.

Neighborhood Introductions:

If your assembled group is not too large, households can introduce themselves and tell others where they live. Some neighborhoods have added more detail, such as how long they have lived in the neighborhood and why they chose to come to this meeting. Other options to consider include:

- Arrange seating or a time period to break into smaller groups by street to ensure people get to meet those living closest to them and to put a face with a name or house.
- Have folks write their names on an enlarged map of the neighborhood.
- Create name tags with a street and house # already printed on them.

Resources

We have standard HNN forms that are intended for all residents such as:

- **SMC Alert Letter to Residents**
- **Community Emergency Response Team (CERT)**
- **HPD – Summary of Available Services**
- **Prepare For Emergencies**
- **Map Your Neighborhood – MYN**
- **Emergency Supply Checklist**
- **Prep Matrix**
- **Neighborhood Maps**

Please distribute these forms at your events.

NOTE: Please send an email to hnn@hillsborough.net to request copies of any forms you would like to distribute to residents.

Topic Content (if applicable)

Agendas vary by neighborhood, depending on interests, resources, and knowledge. You can adjourn the formal part of the meeting and socialize, or add a bit more content as you wish. *We highly recommend talking about SMC Alert, and having a laptop available to register individuals.* Some neighborhoods have had a special emphasis on wildfire prevention (Creating a Home Defensible Space), crime prevention, earthquake preparedness with emergency preparedness kits for sale, ham radio demonstrations, post-disaster communications within a neighborhood, and emergency responders.

Closing

Announce and describe any upcoming HNN Information Sessions or relevant trainings. Call attention to the HNN website and the wealth of information available there, include information on emergency alert systems, emergency preparedness classes, links for creating household emergency preparedness kits and more.

Please contact John Mullins at (650) 375-7409 or email jmullins@hillsborough.net and/or HNN hnn@hillsborough.net with any questions or suggestions.

HAVE FUN!!!



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(THIS APPLICATION IS DUE A MINIMUM OF 20 DAYS PRIOR TO THE EVENT – PLEASE PRINT CLEARLY)

Applicant name:	<input style="width: 95%;" type="text"/>	Date submitted:	<input style="width: 95%;" type="text"/>
Applicant primary PH#:	<input style="width: 95%;" type="text"/>	Applicant Address :	<input style="width: 95%;" type="text"/>
Applicant email:	<input style="width: 95%;" type="text"/>	Secondary Event PH#:	<input style="width: 95%;" type="text"/>

EVENT DETAILS

Event date:	<input style="width: 95%;" type="text"/>	Estimated # of attendees:	<input style="width: 95%;" type="text"/>				
Event primary address and the area description:	<input style="width: 95%; height: 40px;" type="text"/>						
Special event details:							
Street closure request:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> </table>	Yes	No	From	<input style="width: 95%;" type="text"/>	To	<input style="width: 95%;" type="text"/>
Yes	No						
			(Nearest address to the beginning)		(Nearest address to the end)		
Event hours:	Start time	<input style="width: 15%; text-align: center;" type="text"/> : <input style="width: 15%; text-align: center;" type="text"/> AM/PM	End time	<input style="width: 15%; text-align: center;" type="text"/> : <input style="width: 15%; text-align: center;" type="text"/> AM/PM			
Request CCFD:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> </table>	Yes	No	Discussion topic:	<input style="width: 95%; height: 30px;" type="text"/>		
Yes	No						
Request HPD:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> </table>	Yes	No	Discussion topic:			
Yes	No						
Request HNN/other:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> </tr> </table>	Yes	No	Discussion topic:			
Yes	No						

If CCFD and/or HPD are present, they should speak as early as possible during your program. Given the duties and responsibilities of both CCFD and HPD we cannot guarantee their presence during the event or that they can stay for the entire event.

APPLICATION SUBMITTAL CHECKLIST:

Event map attached (required):	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	Event flyer attached: (required)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No
Yes	No						
Yes	No						
Map of proposed road closure, if applicable, or location of event (Google Earth, Google Maps or Town Staff can provide base area maps)							
Cert of Insurance attached:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No	N/A = The event will not be within public property or the right of way			
Yes	No						
Other doc's attached:	<input style="width: 95%; height: 20px;" type="text"/>						
(See the reverse side for the event conditions of approval)							
I have read the condition of approval and will fully adhere to all of the conditions:			<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="padding: 2px;">Yes</td><td style="padding: 2px;">No</td></tr></table>	Yes	No		
Yes	No						

FOR TOWN USE ONLY:

Reviewed by:	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/conditions attached	<input type="checkbox"/> Not Approved
Special conditions:	<input style="width: 95%; height: 30px;" type="text"/>			
DPW" Barricade Drop off date	<input style="width: 95%;" type="text"/>	Confirmed by:	<input style="width: 95%;" type="text"/>	Pick up Date
CCFD contact:	<input style="width: 95%;" type="text"/>	PH	<input style="width: 95%;" type="text"/>	email
HPD contact:	<input style="width: 95%;" type="text"/>	PH	<input style="width: 95%;" type="text"/>	email
DPW contact:	<input style="width: 95%;" type="text"/>	PH	<input style="width: 95%;" type="text"/>	email

Please contact John Mullins at (650) 375-7409 or email jmullins@hillsborough.net if you have any questions.



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Applicant name:	<input type="text"/>	Contact Phone#:	<input type="text"/>
Event date:	<input type="text"/>	Estimated # of attendees:	<input type="text"/>
Event primary address and the area description:	<input type="text"/>		
Street closure request:	<input type="checkbox"/> Yes <input type="checkbox"/> No	From <input type="text"/>	To <input type="text"/>
		<small>(Nearest address to the beginning)</small>	<small>(Nearest address to the end)</small>
Event hours:	Start time <input type="text"/>	End time <input type="text"/>	

EVENT MAP